

	Administrative Procedure	
	Subject	Employee Code of Conduct
	AP Code	402

Background

The Code of Conduct is intended as a guide for employees in their conduct in certain specified areas. It is not intended to be exhaustive or to provide specific guidance in every circumstance. Common sense, good judgment, and discretion shall prevail in the application of this regulation. Further, the Code of Conduct is not intended to restrict or interfere with provincial statutes, the fundamental rights and freedoms that an employee enjoys as a citizen of Canada, nor is it intended to regulate, restrict or interfere with any private interest or activities that are not detrimental to the interest or reputation of the school.

Procedures

1. General

- 1.1. Employees, in the pursuit of their duties, shall treat students, parents and other members of the community with dignity and respect.
- 1.2. Employees shall conduct their employment-related responsibilities in an honest and diligent manner.
- 1.3. It is recognized that certain employees may belong to professional associations or regulatory boards and that such employees are expected to adhere to the codes of conduct as established by their respective professional associations or regulatory boards provided however, that such codes of conduct are not contrary to statutory and/or contractual obligations of the employees.

2. Conflict of Interest

- 2.1. Employees shall be in conflict of interest if they:
 - 2.1.1. Use the information gained through their positions as employees to gain monetary benefit either directly or indirectly;
 - 2.1.2. Use their positions to give anyone special treatment that would advance their own interests or that of any member of the employee's family, their friends, or business associates;
 - 2.1.3. Utilize a private corporation in which they have shares with the intention of avoiding conflict of interest policy requirements;
 - 2.1.4. Have family members, friends, or business associates with a personal or financial interest that might present a conflict or bias in connection with their duties as school employees. They must report this conflict to the director and the Director of Independent Schools in writing; and,
 - 2.1.5. Receive remuneration, directly or indirectly, as an agent for the sale of furnishings, apparatus, equipment, or other goods for use by a school or in any other manner violating section 368 of *The Education Act, 1995*.

3. Representing Others

- 3.1. Staff may not appear before outside agencies or on committees on behalf of the school and may only represent themselves, their spouse, their parents, or their minor children unless they have clear authority to represent the school on such things as external boards or committees.
4. Gifts and Payments
 - 4.1. Employees shall not accept a gift, payment, favour, or service from any individual or organization during the performance of their assigned duties if that gift, payment, favour, or service:
 - 4.1.1. Is other than a normal exchange of hospitality between people doing business, or
 - 4.1.2. Affects the fair and unbiased reception or the evaluation of the materials or services offered for use by the school, or
 - 4.1.3. Is of a value in excess of \$100.00.
5. Misuse of School Property
 - 5.1. Employees shall not use school property (including automated resources), equipment, resources (including financial, technical, and human), or facilities (including communication channels) of the school to promote or benefit personal business or political interests.
 - 5.2. Employees shall be responsible for exercising all reasonable care to prevent abuse to, excessive wear of, or loss of school-owned equipment or material entrusted to their care.
6. Outside Employment
 - 6.1. Employees may engage in outside employment if those activities do not adversely affect the performance of their school jobs, do not create a conflict of interest or the appearance of such, and do not violate applicable laws and regulations. Outside employment that creates a conflict of interest, or the appearance of such, must be declared in writing to the director. Outside employment is any activity, including consulting, which is beyond a school employee's normal responsibilities, and which may result in payment to the employee beyond that provided by the school. Employees must obtain advance written approval of outside employment activities which may not be in accordance with the above from the director that:
 - 6.1.1. Take place during periods when an employee would normally be expected to be available to the school.
 - 6.1.2. Use information specifically derived from their work with the school.
 - 6.2. Employees may not engage in any outside work or business activity that:
 - 6.2.1. Conflicts with their duties as school employees;
 - 6.2.2. Will, or is likely to, negatively influence or affect them in carrying out their duties as school employees.
7. Confidentiality
 - 7.1. Confidential information about the school, its students, or employees shall not be divulged to anyone other than persons who are authorized to receive such information. When the employee is in doubt as to whether certain information is confidential, no disclosure should be made without first asking appropriate management personnel. This basic rule of caution and discretion in handling of confidential information extends to both external and internal disclosure.
 - 7.2. Confidential information obtained because of employment with the school is not to be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. Use or disclosure of such information can result in civil or criminal penalties.

7.3. In the course of any job, an employee may become aware of personal or confidential information. The school depends on the maturity and loyalty of each employee to keep private any such information.

8. Disciplinary Action

8.1. Breach of any of the provisions of this or any other administrative procedure shall, following an investigation of the facts, make employees liable to disciplinary action, up to and including dismissal, as is deemed to be appropriate by the director.

References

The Education Act, 1995 – sections 85, 87, 174, 175, 231
Local Authority Freedom of Information and Protection of Privacy Act

Date Adopted

September 1, 2024

Revised
